INFORMATIONAL CIRCULAR No.: 22-A-008   **Supersedes:** 21-A-010

DATE: May 2, 2022

EFFECTIVE DATE: May 2, 2022

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APPROVAL: Sunni Zentner, (original signature on file)

SUMMARY: *Schedule of accounting events relevant to the closing of Fiscal Year (FY) 2022 and the opening of Fiscal Year (FY) 2023*

K.S.A. 75-3002 establishes the state fiscal year as commencing on the first day of July in each year and closing on the thirtieth day of June of the succeeding year.

For fiscal year 2022 activity to be completed by June 30th, SMART will be closed to agencies from **Tuesday, June 28, 2022 through Thursday, June 30, 2022.**

SMART will be open to agencies on **Saturday, June 25, 2022 and Sunday, June 26, 2022.**

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I.   <u>GENERAL ITEMS</u>

All FY 2022 transactions must be successfully edited, budget checked, matched, agency approved, dispatched, and submitted into workflow for central approval, as appropriate, by ***7:00 PM on Monday, June 27, 2022.*** SMART will be closed to agencies from ***Tuesday, June 28, 2022 through Thursday, June 30, 2022.***

The last <u>business day</u> for agency processing will be ***Monday, June 27, 2022***. To give agencies as much processing time as possible, SMART will be open to agencies on **Saturday, June 25, 2022** and **Sunday, June 26, 2022.**

Saturday, June 25, 2022
- Open to users 6:00 AM – 7:00 PM.
- The Kansas Service Desk and SMART Team **will not be available.**
- No pay cycle and no nightly batch processes.
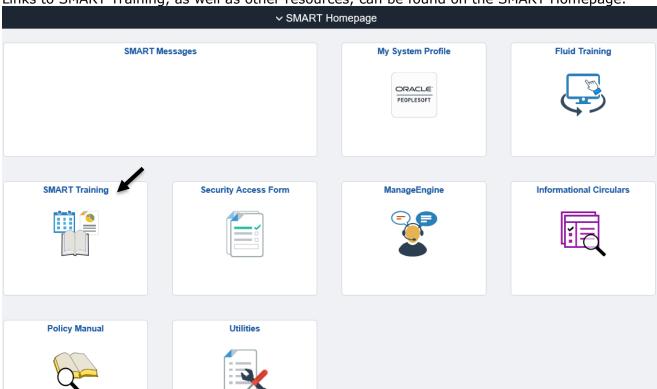
Sunday, June 26, 2022
- Open to users 1:00 PM.
- The Kansas Service Desk and SMART Team **will not be available.**
- No pay cycle and no nightly batch processes.

SMART will also be closed the morning of ***Thursday, July 7, 2022 until 10:00 AM*** to run the FY 2022 closing processes and verify the fiscal year end journals were completed correctly. At 10:00 AM SMART will re-open to agencies; daily batch processes will resume as normally scheduled.

It is requested that agency accounting staff be available during the day **Tuesday, June 28, 2022 and Wednesday, June 29, 2022** for any questions that may come up as the SMART Team is preparing the system for closing.

The SMART Team is actively working to assist agencies in preparation of fiscal year end. Kansas Service Desk tickets will be sent to agencies as outstanding or incomplete transactions are found.

The transactions identified by the SMART Team will likely be just a subset of the outstanding, incomplete or incorrect transactions agencies will identify between now and the end of the fiscal year. State agencies can use the Month End Checklist available on SMART *Web* (Homepage | smartweb.ks.gov to assist with this review.

Links to SMART Training, as well as other resources, can be found on the SMART Homepage.

The dates provided in this document that relate to fiscal year closing and opening activities may be revised, as necessary, by the Office of Accounts and Reports (OAR). Revisions to SMART processing dates will be sent via email to all users subscribed to the SMART Infolist listserv Kansas Department of Administration (govdelivery.com)

Any revisions to payroll processing dates will be issued as a SHARP message to subscribers of the SHARP infolist listserv (subscribe at Kansas Department of Administration (govdelivery.com).

II.   PURCHASING

A. REQUISITIONS/PURCHASE ORDERS

To encumber monies for FY 2022, requisitions (REQs) must be sourced to purchase orders (POs) and the POs must be approved, budget checked and dispatched by **7:00 PM on Friday, June 17, 2022** for an amount greater than $5,000 using State General Fund (SGF). To encumber monies for FY 2022, REQs must be sourced to POs and the POs must be approved, budget checked and dispatched by **7:00 PM on Monday, June 27, 2022** for an amount less than $5,000 using SGF and any amount using all other funds.

The query, **KS_PO_REQS_OPEN_PNDNG**, is available to assist by identifying all REQ lines that remain open or pending.
- Prompt: Budget date less than date entered – at fiscal year end, it is recommended a date of 07/01/2022 be entered to identify all REQ lines that have not sourced to a PO.

The query, **KS_PO_OPEN_APPROVED_PO_LIST**, is available to assist by identifying all POs that remain open or approved. If the PO status is Open or Approved, the PO has not dispatched and monies for FY 2022 are likely not encumbered.
- Prompt: Business Unit

Agencies shall review all outstanding encumbrances to determine if the encumbrance is still valid. If the encumbrance is no longer valid, any remaining balance shall be released. The job aid *How to Run and Format KPO00008 (KS Budgetary Activity Report)* is available to assist with creating the report, which can be used to identify all POs that have an outstanding encumbrance.

A remaining balance on a PO may be released by manually closing the PO or selecting the *finalize* button on the voucher. See the following job aids and month end checklist:
- *Manual PO Close Process*
  manual pocloseprocess__AA9D28D0D762A.doc (live.com)
- *When to use the 'Finalize' and 'Unfinalize' Button on a Voucher*
  aptool2whentousethefinalizebuttonon_E2CC6A75895A4.pdf (ks.gov)
- *PO Month End Checklist*
  pomonthendchecklist051315_7ADBD57538C77.docx (live.com)

The query, **KS_PO_NEGATIVE_PO_LINES** is available to assist by identifying all POs with a negative line. Negative PO lines create unauthorized budget. Agencies must cancel or close all negative PO lines in SMART by **7:00 PM on Monday, June 27, 2022**. Credits should be entered at the voucher level NOT as a negative PO line.

Below is an example from the KS_KK_PO_ACTIVITY_IN_KK query results. If the PO Amount is negative, the liquidated amount is positive. This reduces the amount liquidated and creates available budget in KK.

PO Amount	Liquidated Amount	
20.940	0.00	
0.000	-20.94	
-17.620	0.00	
0.000	17.62	

Refer to Procurement and Contracts Informational Circular 22-01 *Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2022 and begin Fiscal Year 2023*

https://admin.ks.gov/browse/files/e801b4d838aa43d7862c7798a7cabbe0/download for additional information and deadlines related to the submission of requisitions for FY 2022 funded transactions.

B. PROCUREMENT CARDS (PCards)

Agencies are encouraged to reconcile PCard transactions daily, especially during the month of June.

Final FY 2022 PCard transactions will be available for reconciliation on **Wednesday, June 22, 2022**. The last day a PCard purchase can be made and assumed to be in SMART to process as a FY 2022 transaction is **Friday, June 17, 2022**. PCard transactions must be verified and approved by **7:00 PM on Thursday, June 23, 2022** to be eligible for PCard voucher build on **Friday, June 24, 2022**. No PCard voucher builds for FY 2022 transactions shall take place after **Friday, June 24, 2022.**

> PCard transaction files received from the bank after June 22, 2022 will be held and loaded for FY 2023 on or after July 1, 2022.

The PCard voucher build process will run each day beginning **Tuesday, June 21, 2022**. The final PCard voucher build process for FY 2022 will run the morning of **Friday, June 24, 2022.** For PCard vouchers to complete for FY 2022, they must be successfully budget checked and approved by **7:00 PM on Monday**, **June 27, 2022**. The last hourly batch will run at 4:00 PM. Any PCard voucher still in process after 4:00 PM must be manually budget checked and then approved to be postable or posted by 7:00 PM.

Two queries, **KS_PO_PCRD_VCHR_DELETED** and **KS_PO_PCRD_WHOLE_VCHR_DELETED**, are available to assist by identifying PCard transactions where the voucher and/or voucher lines have been deleted and not paid. The deletion of a PCard voucher and/or voucher line does not update the PCard transaction. Create a Kansas Service Desk ticket to have the PCard transaction reset to the **Reconcile Statement** page.

Any PCard voucher that has not been successfully edited, budget checked and approved by **7:00 PM on Monday June 27, 2022** will be deleted by the SMART Team.

> Agencies must create a Kansas Service Desk ticket to have a deleted PCard transaction reset to the Reconcile Statement page.

III.   ACCOUNTS PAYABLE

A. VOUCHERS

Refer to PM 14,002 *Fiscal Year Closing Including Fiscal Year Determination* *https://admin.ks.gov/media/documents/14002_10219_te_3FBA37A136ECC.doc* for guidelines to determine the appropriate fiscal year for expenditure transactions.

FY 2022 Funded Transactions

The final day agencies can enter a voucher in accounts payable for FY 2022 business will be **Monday, June 27, 2022.**

INF02 (Inbound Voucher): Interfacing agencies must have their final INF02 for FY 2022 business submitted by **7:00 PM on Friday, June 24, 2022**.

> Any INF02 submitted after Friday, June 24, 2022 <u>must</u> have an accounting date of 07/01/2022 or greater and will process for FY 2023.

INF50 (Voucher Spreadsheet Upload): For agencies that upload and submit vouchers via **INF50**, the final INF50 uploads for FY 2022 business must be submitted by *1:00 PM on Monday June 27, 2022*.

For accounts payable transactions to complete for FY 2022, all vouchers must be entered, matched, budget checked and approved by *7:00 PM on Monday, June 27, 2022*. The last hourly batch will run at 4:00 PM. Any transaction still in process after 4:00 PM must be manually budget checked, matched, submitted for approval, and then approved to be postable or posted by 7:00 PM.

Any FY 2022 accounts payable transaction that cannot be completed by **7:00 PM on Monday, June 27, 2022** *must be encumbered*.

Any voucher that has not been successfully edited, matched, budget checked and approved by **7:00 PM on Monday, June 27, 2022** will be deleted by the SMART Team.

A query, **KS_AP_UNPROCESSED_VOUCHERS**, is available to assist in identifying all vouchers that have not fully processed.
- <u>Prompt</u>: Voucher accounting date range (voucher accounting date is typically the date the voucher was created)

A query, **KS_AP_VOUCHERS_NOT_POSTED**, is available to assist in identifying all vouchers that have a valid budget status and therefore have impacted Commitment Control but have not posted to GL – the query provides match, budget check and approval statuses.
- <u>Prompt</u>: Business Unit and voucher accounting date range (voucher accounting date is typically the date the voucher was created)

FY 2023 Funded Transactions

INF02 (Inbound Voucher): Interfacing agencies may submit INF02 files for FY 2023 business in advance with an accounting date of 07/01/2022 or later. Any INF02 file submitted **June 28, 2022 through June 30, 2022** will be held and processed in nightly batch along with any INF02 file submitted by *7:00 PM on Friday, July 1, 2022*. The vouchers will be available for agencies to review on Tuesday, July 5, 2022.

INF50 (Voucher Spreadsheet Upload): Agencies that upload and submit vouchers via INF50 may submit an upload for FY 2023 beginning *Friday, July 1, 2022.*

> Any vouchers built on or after July 1, 2022 with an accounting date prior to 07/01/2022 will be in recycle status due to FY 2022 being closed. Agencies will be asked to delete these vouchers and will need to submit a new file (INF02 or INF50) with an accounting date of 07/01/2022 or later.

B. INTERFUNDS

The accounting dates on both the interfund voucher and the interfund deposit must fall within the same fiscal year. All interfunds created during FY 2022 must also pay during FY 2022. To ensure the interfund voucher will pay during FY 2022, the **Scheduled Due** date field on the **Payments** page of the voucher must have a date *no later than 06/30/2022*.

Both sides of the interfund must be successfully edited, matched and approved by **7:00 PM on Monday, June 27, 2022**. Budget checking for interfunds occurs during nightly batch.

Due to the reciprocal nature of interfunds, all initiating (I) interfunds must be created by *2:00 PM on Monday, June 27, 2022*, the last business day for agency processing, to allow the receiving (R) agency time to complete the interfund *by 7:00 PM on Monday, June 27, 2022.*

ALL remaining FY 2022 interfund deposits and interfund vouchers that have not been successfully edited, matched and approved by *7:00 PM on Monday, June 27, 2022* will be deleted by the SMART Team.

Agencies with interfunds remaining due to budget check exceptions will be contacted by the SMART Team on **Tuesday, June 28, 2022** to resolve the budget check exceptions.

The query, **KS_AP_UNPROCESSED_INTRFND_VCHR**, is available to assist by identifying all interfund type vouchers that have not fully processed – this will include interfund type vouchers that are not attached to an interfund.
- Prompt: Voucher accounting date range (voucher accounting date is typically the date the voucher was created)

The query, **KS_APAR_PENDING_INTRFNDS**, is available to assist by identifying all pending interfunds, both Initiated and Received by your agency, that are tied to a Voucher or a Deposit.

The query, **KS_INTRFNDS_APPR_NOT_POSTED**, is available to assist by identifying interfunds for either side (deposit or voucher), and at least one of the following is true: 1) Voucher is not posted 2) Payment is not posted or 3) Deposit is not posted.

> Interfunds for FY 2023 <u>shall not</u> be entered until July 1, 2022 or later.

C. IMPREST FUNDS

Pursuant to PM 10,802 *Imprest Fund Policy,* https://admin.ks.gov/media/documents/10802_10319_te_FF4D36C1D6B8C.doc agencies must reconcile, record expenditures to the appropriate suppliers, and replenish the imprest fund for **June expenditures** by **July 15, 2022.**

For accounts payable transactions to complete for FY 2022, vouchers must be entered, matched, budget checked and approved by *7:00 PM on Monday, June 27, 2022*. Any FY 2022 accounts payable transaction that cannot be completed by *7:00 PM on Monday, June 27, 2022 <u>must be encumbered</u>* with a PO or GL encumbrance.

The expenditure fiscal year determination contained in PM 14,002 applies to imprest funds.

D. PETTY CASH FUNDS

Petty cash funds procedures are the same as those set forth in the Imprest Funds section above. The expenditure fiscal year determination contained in PM 14,002 also applies to petty cash funds. Refer to PM 10,752 *Petty Cash Fund Policy* https://admin.ks.gov/media/documents/10752_10219_te_A95747E36EB7C.doc for additional information regarding petty cash funds.

IV.   EXPENSES (Travel and Expense)

Refer to PM 14,002 *Fiscal Year Closing Including Fiscal Year Determination* https://admin.ks.gov/media/documents/14002_10219_te_3FBA37A136ECC.doc for guidelines to determine the appropriate fiscal year for travel expenditure transactions.

A. TRAVEL AUTHORIZATIONS

K.S.A. 75-3208 requires approval for all out-of-state travel. One method of approval is the use of a Travel Authorization. Pursuant to PM 10,300, *Statewide Encumbrance Policy*, https://admin.ks.gov/media/documents/10300_10219_te_C352B48B352CA.docx Travel Authorizations are required for all out-of-state travel, international travel events, and any travel or expense obligation that will not be reimbursed prior to the fiscal year end cutoff date.

> TAs must be entered, fully approved and in valid budget status on or before the start date of travel.

To help ensure the TA will properly liquidate the encumbrance, when associated to an Expense Report (ER), and that the ER will pass budget check, the funding and expense types on the TA shall match the funding and expense types on the ER.

- Number of TA lines > or = Number of ER lines
- TA expense types = ER expense types
- TA fund/budget unit = ER fund/budget unit
- TA fund/budget unit amount > or = ER fund/budget unit amount

> **NOTE:** If you revise the fund and/or budget unit on a TA, confirm the encumbrance was updated in KK in the KK_ACTIVITY_LOG at Activity Log (ks.gov) . Use **Transaction Type:** EX_TRVAUTH and **Ledger Group:** CC_DETAIL. Create a Kansas Service Desk ticket if you need assistance.

All in-state and out-of-state travel occurring in FY 2022 must be reimbursed using FY 2022 funds. If an ER for an amount greater than $5,000 using State General Fund (SGF) and will not be fully approved and in valid budget status by *7:00 PM on Thursday, June 16, 2022,* a TA must be entered, fully approved and in valid budget status *by 7:00 PM on Thursday, June 16, 2022.* If an ER for an amount less than $5,000 using SGF or any amount using all other funds and will not be fully approved and in valid budget status by **7:00 PM on Monday, June 27, 2022**, a TA must be entered, fully approved and in valid budget status by *7:00 PM on Monday, June 27, 2022.*

The query, **KS_EX_UNPROCESSED_TRAVEL_AUTHS**, is available to assist by identifying all TAs that have not fully processed.
- Prompt: TA created date range

Any TA not entered, fully approved and in valid budget status by *7:00 PM on Monday, June 27, 2022* will be deleted or canceled by the SMART Team and will not be available for use.

Any FY 2022 Prepaid expense that will not be paid by the close of FY 2022 must be encumbered.

TAs for travel occurring in FY 2023 shall not be entered until Friday, July 1, 2022 or later.

B. EXPENSE REPORTS

Per K.S.A. 75-3201, and as stated in PM 3,903 *Employee Travel Expense Reimbursement Handbook* *https://admin.ks.gov/media/documents/3903emplyeetravelexpensereimburseme_34758BBBCAA2F.doc*, employees who travel are to submit paperwork for their expenses at least once a month.

Expense Reports (ERs) chargeable to FY 2022 must be entered, fully approved and in valid budget status by *7:00 PM on Monday, June 27, 2022*. Per PM 10,300 *Statewide Encumbrance Policy* *https://admin.ks.gov/media/documents/10300_10219_te_C352B48B352CA.docx*, for any travel or expense reimbursement chargeable to FY 2022 that cannot be fully approved and in valid budget status by **7:00 PM Monday, June 27, 2022,** a TA must be entered, fully approved and in valid budget status by **7:00 PM on Monday, June 27, 2022**.

The query, **KS_EX_UNPROCESSED_EX_REPORTS**, is available to assist by identifying all ERs that have not fully processed.
* Prompt: ER created date range

Any ER not entered, fully approved and in valid budget status by *7:00 PM on Monday, June 27, 2022* will be deleted or closed by the SMART Team and will not be available for processing.

V.   ACCOUNTS RECEIVABLE

A. DEPOSITS

FY 2022 deposits must be entered as follows:

* Deposits and deposit adjustments should be entered and approved prior to *7:00 PM on Monday, June 27, 2022.*
* SMART will be closed to agencies *Tuesday, June 28, 2022 through Thursday, June 30, 2022* for online entry into SMART.
* FY 2022 deposits and deposit adjustments received on or before **Monday, June 27, 2022** that have not been agency approved by *7:00 PM on Monday 27,2022* will be deleted by the SMART Team.

Deposits received Tuesday, *June 28, 2022 through Thursday, June 30, 2022* shall be processed as follows:

* **Credit Card Receipts** - Credit card receipts will load into SMART as scheduled at *8:00 AM each day **Tuesday, June 28, 2022 through Thursday, June 30, 2022***. See below for instructions on *Deposit Adjustments for Credit Card Clearing Funds.*

- **INF43 and INF44** - For agencies that upload and submit deposits via INF43 (Excel Deposit Upload) and INF44 (Inbound Deposit) -- continue to upload and submit FY 2022 deposits via INF43 and INF44 until ***10:00 AM on Thursday, June 30, 2022***. SMART AR Deposit jobs will run according to the regular hourly schedule. At the time an INF43 or INF44 is uploaded and submitted, an email shall also be sent to the State Treasurer's team at fiscal@treasurer.ks.gov to notify them of the Business Unit, Deposit ID (if known), and deposit total so the transaction can be approved in SMART. STO will approve and release at ***2:00 PM on Tuesday, June 28, 2022 and Wednesday, June 29, 2022***, AND **by <u>11:00 AM</u> on Thursday, June 30, 2022**.

  Deposit and deposit adjustments with a 06/30/2022 accounting date that have not been agency approved by ***2:00 PM on Tuesday, July 5, 2022,*** will be deleted by the SMART Team.

- **"Deposits in transit"** - "Deposits in transit" are specifically defined as Deposits made with the State Treasurer on **Tuesday, June 28, 2022 through Thursday, June 30, 2022** using the *Temporary Deposit Form,* https://admin.ks.gov/media/documents/temporarydepositform_45264BF3D4116.pdf*.* For agencies that <u>do not</u> use the INF43 or INF44 processes and need to make a deposit while SMART is unavailable, the State Treasurer's Office has created the *Temporary Deposit Form* allow for deposits to be made.
  Using the Temporary Deposit Form
  is preferable to holding checks and cash at an agency and allows for the requirement to deposit funds collected each day to be met. The completed form, along with the cash and checks (calculator tape attached) shall be taken directly to the State Treasurer's Office. For agencies who take their deposits to US Bank branches, continue to email fiscal@treasurer.ks.gov with the amount, Business Unit and Deposit ID (if known); an image of the deposit slip shall also be added to the email.

Deposits made with the State Treasurer using the *Temporary Deposit Form* (Deposits in transit) must be entered and agency approved in SMART beginning ***Friday, July 1, 2022 through Tuesday, July 5, 2022 at <u>2:00 PM</u>***. "Deposits in transit" must be entered with an accounting date of <u>06/30/2022</u>.

The accounting date of 6/30/2022 must be entered on the **<u>Totals</u>** tab AND on the **<u>Payments</u>** tab for each deposit line. "Deposits in transit" should be recorded using a revenue account code (4XXXXX). A "deposit in transit" <u>cannot</u> debit expenditures.

> Deposits with an accounting date of 06/30/2022 and processed in July 2022 will impact the General Ledger for FY 2023.

Deposits with a 06/30/2022 accounting date that have not been agency approved *by **2:00 PM on Tuesday, July 5, 2022***, will be deleted by the SMART Team.

B. DEPOSIT ADJUSTMENTS FOR CREDIT CARD CLEARING FUNDS

- Deposit adjustments are required for credit card deposits to recognize the revenue and move the monies out of the credit card clearing funds and into the appropriate funds.
- The credit card deposits will load into SMART as scheduled at 8:00 AM on ***Tuesday, June 28, 2022 through Thursday, June 30, 2022*** when agencies do not have access to SMART.

- Be aware that deposit adjustments with an accounting date of ***06/30/2022*** and processed in July 2022 will impact the SMART General Ledger for FY 2023. This may cause reconciling items for agencies between the Accounts Receivable module and the General Ledger module.

1. Follow the SMART job aid *"Credit Card/E-Check Deposits – Revenue Only"* https://smartweb.ks.gov/media/documents/creditcardandecheckdepositsrevenueo_BC47D403EAC9B.docx on how to locate credit card deposits and how to complete the deposit adjustments.
2. ***On Friday, July 1, 2022 through Tuesday, July 5, 2022*** the SMART Accounts Receivable module will be reopened to agency users to complete June 2022 (FY 2022) transactions. Use the instructions below for any remaining prior year deposit adjustments that need to be completed.
   a. On the deposit adjustment **Totals** tab, the Accounting Date <u>must be</u> 6/30/2022.
   b. On the deposit adjustment **Payments** tab, the Accounting Date on each transaction line <u>must be</u> 6/30/2022
   c. The SMART <u>Accounts Payable</u> module for FY 2022 will be <u>closed</u> by July 1, 2022, prohibiting the use of expenditure account codes in the deposit adjustment transactions.
3. To account for credit card fees agencies should do the following:
   - Create one deposit adjustment to recognize <u>all</u> revenue in the appropriate fund for fiscal year 2022.
     a. If the original deposit adjustment is net of credit card fees that were charged to the agency, then the deposit adjustment must be <u>grossed up</u> to recognize all revenue. (For example, $95.00 on original deposit + $5.00 credit card fee not recorded on deposit = $100.00 recognized as revenue on deposit adjustment.)
     b. A second deposit adjustment shall be processed in FY 2023 Accounts Receivable module to recognize any credit card fee <u>expenses</u>.
4. For limited agencies who reduce their expenditures for charges that are passed on to other agencies:
   - Instead of reducing expenditures, the agency must recognize the revenue by using a revenue account code such as 462110 – *Recovery of Current Fiscal Year Expenditures*.
5. Be aware that deposit adjustments with an accounting date of 06/30/2022 and processed in July 2022 will impact the SMART General Ledger for FY 2023. This may cause reconciling items for agencies between the Accounts Receivable module and the General Ledger module.
6. Deposit adjustments with a 06/30/2022 accounting date that have not been agency approved by ***2:00 PM on Tuesday, July 5, 2022,*** will be deleted by the SMART Team.

C. OTHER DEPOSIT ADJUSTMENTS:

All deposits received through **Monday, *June 27, 2022*** that require deposit adjustments must have deposit adjustments entered in SMART by **7:00 PM on Monday, June 27, 2022**.

1. Follow the SMART job aid "*Deposit Adjustments"* https://smartweb.ks.gov/media/documents/depositadjustments_B202D27C1DB15.doc on how to enter deposit adjustments.
2. ***On Friday, July 1, 2022 through Tuesday, July 5, 2022*** the SMART Accounts Receivable module will be reopened to agency users to complete June 2022 (FY 2022) transactions. Use the instructions below for any remaining prior year deposit adjustments that need to be completed.
   a. On the deposit adjustment **Totals** tab, the Accounting Date must be 6/30/2022.
   b. On the deposit adjustment **Payments** tab, the Accounting Date on each transaction line must be 6/30/2022
   c. The SMART <u>Accounts Payable</u> module for FY 2022 will be <u>closed</u> by July 1, 2022, prohibiting the use of expenditure account codes in a deposit adjustment transaction.
3. Be aware that deposit adjustments with an accounting date of 06/30/2022 and processed in July 2022 will impact the SMART General Ledger for FY 2023. This may cause reconciling items for agencies between the Accounts Receivable module and the General Ledger module.

4. Deposit adjustments with a 06/30/2022 accounting date that have not been agency approved by **2:00 PM on Tuesday, July 5, 2022**, will be deleted by the SMART Team.

D. NEGATIVE CASH BALANCES FOR FEDERAL FUNDS

PM 8,004 *Federal Funds - Fiscal Year-End Negative Cash Balances*
https://admin.ks.gov/media/documents/8004federalfundsfiscalyearendnegati_C08D0B7F406B0.docx
allows federal funds to have a negative cash balance at fiscal year-end as long as accounts receivable entries are recorded in SMART for the reimbursement requests that have been submitted to bring the fund balance to zero or greater.

All other funds are still required to have a zero or greater cash balance at fiscal year-end.

Creation of accounts receivable entries must be complete by **7:00 PM on Monday, June 27, 2022**.

A GL journal is not a substitute for an accounts receivable entry.

The query, **KS_GL_CASH_NEG_FED_FUND_BAL**, is available to assist agencies with identifying negative cash balances. The query displays funds with a negative cash balance and the associated accounts receivable balance for activity that has posted to the general ledger. As transactions process and post, the cash balance will change. Agencies must ensure the fund balance (net amount) is zero or greater at fiscal year-end for federal funds.

An accounts receivable entry recorded in SMART may include requests for reimbursement for expenditure transactions associated with grants, cost-reimbursement contracts, cooperative agreements, and/or federal direct appropriations, and shall have documentation to support the reimbursement request attached.

The following table outlines the steps needed to record and reverse Accounts Receivable transactions in SMART. Determine if you are a Grantee or Sub-Grantee agency and complete the steps as shown.

	Grantee agency **(receives funds directly from federal agency)**	**Sub-Grantee agency** **(receives funds by interfund from another state agency)**
FY 2022	**Enter pending item (receivable)** Entry Reason (Reason Code) Account 440100 Federal Grant - Operating	**Enter pending item (receivable)** Entry Reason (Reason Code) Account 469090 Other Non-Revenue Receipts
FY 2023	**Enter AR (Pending Item) Deposit** revenue was recorded in FY 2022, cash is received	**Enter Direct Journal Deposit (Interfund)** transfer in is recorded, cash is received **Write off pending item (receivable)** write off receivable and non-revenue recorded in FY 2022

The following job aids are available to assist with receivable entries:

Online Pending Item (Receivable) Entry
https://smartweb.ks.gov/media/documents/creatingandmaintainingreceivablestr_5FEAD6919ECBD.doc

Entering an AR (Pending Item) Deposit
https://smartweb.ks.gov/media/documents/onlinependingitemreceivableentry_625F132BB4137.doc

Writing Off a Receivable (Pending Item)
https://smartweb.ks.gov/media/documents/writingoffareceivablependingitem_E3B4D1D0DDA51.doc

Agencies currently using SMART Project Costing in conjunction with Customer Contracts for reimbursement processing may continue to use the modules to track grant expenditures. Reimbursable transactions from the billing worksheet must be approved and have generated receivable items by **7:00 PM on Monday, June 27, 2022**.

E. INTERFUNDS

The accounting dates on both the interfund voucher and the interfund deposit must fall within the same fiscal year. All interfunds created during FY 2022 must also pay during FY 2022. To ensure the interfund voucher will pay during FY 2022, the **Scheduled Due** date field on the **Payments** page of the voucher must have a date *no later than 06/30/2022*.

Both sides of the interfund must be successfully edited, matched and approved by **7:00 PM on Monday, June 27, 2022**. Budget checking for interfunds occurs during nightly batch.

Due to the reciprocal nature of interfunds, all initiating (I) interfunds must be created by ***2:00 PM on Monday, June 27, 2022***, the last business day for agency processing, to allow the receiving (R) agency time to complete the interfund ***by 7:00 PM on Monday, June 27, 2022.***

ALL remaining FY 2022 interfund deposits and interfund vouchers that have not been successfully edited, matched and approved by ***7:00 PM on Monday, June 27, 2022*** will be deleted by the SMART Team.

Agencies with interfunds remaining due to budget check exceptions will be contacted by the SMART Team on **Tuesday, June 28, 2022** to resolve the budget check exceptions.

The query, **KS_AP_UNPROCESSED_INTRFND_VCHR**, is available to assist by identifying all interfund type vouchers that have not fully processed – this will include interfund type vouchers that are not attached to an interfund.
   * Prompt: Voucher accounting date range (voucher accounting date is typically the date the voucher was created)

The query, **KS_APAR_PENDING_INTRFNDS**, is available to assist by identifying all pending interfunds, both Initiated and Received by your agency, that are tied to a Voucher or a Deposit.

The query, **KS_INTRFNDS_APPR_NOT_POSTED**, is available to assist by identifying interfunds for either side (deposit or voucher), and at least one of the following is true: 1) Voucher is not posted 2) Payment is not posted or 3) Deposit is not posted.

Interfunds for FY 2023 <u>shall not</u> be entered until July 1, 2022 or later.

VI.   BILLING/PROJECT COSTING

All billing worksheets where revenue should be recognized in FY 2022 should be approved and invoiced or written off and any related deposits entered and approved by **7:00 PM on Monday, June 27, 2022.**

The query, **KS_PC_BILLING_WORKSHEET**, is available to assist by identifying all unprocessed billing worksheets to be approved and invoiced or written off.

Reimbursable transactions from billing worksheets being used to record accounts receivable entries to bring the fund balance to zero or greater must be approved and have generated pending items by *7:00 PM on Monday, June 27, 2022.*

The **Project Costing month end** checklist is available and contains instructions for closing projects. Projects pertaining to fiscal year 2022 should be closed as soon as possible. Prior fiscal year projects more than seven (7) years old and still in Open status should also be reviewed and closed, if applicable. The query, **KS_PC_PROJ_ELIGIBLE_TO_CLOSE**, is available to assist in searching for projects in Open status.

VII.   ASSET MANAGEMENT

All FY 2022 asset transactions must be entered by *7:00 PM on Monday, June 27, 2022*. This includes additions, adjustments, transfers, and retirements, as well as updating costs for CIP assets.

Note that for new assets being entered in SMART, the Transaction Date is the date the asset was placed in service.

See Informational Circular 18-A-007 Capital Asset Reporting for details outlining the requirements for proper recording of capital assets.

For agencies utilizing asset integration, all outstanding Interface IDs for FY 2022 must be processed by **7:00 PM on Monday, June 27, 2022**. If an asset is acquired by your agency at the end of the fiscal year and the voucher will not be posted by **Friday, *June 24, 2022***, enter the asset(s) manually via Express Add. Any remaining FY 2022 Interface IDs not processed by *7:00 PM on Monday, June 27, 2022* will be deleted by the SMART Team.

The query, **KS_AM_ASSET_CAPITAL_INV_LIST**, is available to assist by providing a complete agency inventory of capital assets recorded in SMART.

The query, **KS_AM_VCHRS_WITH_54XXXX_ACCT**, is available to assist by identifying vouchers with a capital outlay account (54XXXX) to ensure all capital assets have been added to SMART.
- Prompt: Voucher accounting date range (voucher accounting date is typically the date the voucher was created)

VIII. GENERAL LEDGER

A. GL ENCUMBRANCES

General Ledger (GL) encumbrances (non-supplier specific encumbrances) will be used to encumber FY 2022 budget in limited circumstances. Complete the *GL-F016 - GL Encumbrance Request Form* https://admin.ks.gov/media/documents/glf016glencumbrancerequestform_A68CF87ECF98F.xlsx and attach it (as an Excel file, not PDF) to a Kansas Service Desk ticket by ***5:00 PM on Thursday, June 16, 2022*** for an amount greater than $5,000 using State General Fund (SGF). The deadline is **5:00 PM on *Tuesday, June 21, 2022*** for an amount less than $5,000 using SGF or any amount using all other funds. Provide a description of the obligation and the reason the supplier is not known.

Requests will be routed to the Division of the Budget (DoB) for approval. The description of the obligation on the GL encumbrance form (GL-F016) must match the description of the transactions processed in the future which use the encumbered funds.

GL encumbrance journals may be keyed by OAR staff into SMART prior to receiving DoB approval to give each agency the opportunity to review the document and its effects in SMART prior to close. Agencies will be notified via Kansas Service Desk ticket of the Journal ID(s). In the event DoB denies the GL encumbrance, the affected agency will be notified via Kansas Service Desk ticket and the document will be deleted by the SMART Team.

B. GL JOURNALS

To be processed for FY 2022, GL journals must be successfully edited, budget checked, agency approved, and submitted into workflow for central approval by **7:00 PM on Monday, June 27, 2022**.

Interfacing agencies must have their final **INF06 (Inbound GL Journal)** for FY 2022 submitted by **7:00 PM on Friday, June 24, 2022**.

GL Spreadsheet Journals can be manually uploaded until **3:00 PM on Monday, June 27, 2022**. The journals must be edited, budget checked, approved and submitted for central approval by **7:00 PM on Monday, June 27, 2022**.

The query, **KS_GL_JOURNALS_BUDGET_ERROR**, is available to assist by identifying any GL journal in budget check error.

The query, **KS_GL_JOURNALS_ERRORS**, is available to assist by identifying all GL journals in edit error and cannot be posted.

Any online, interface or spreadsheet FY 2022 GL journal with an accounting date of 6/30/2022 or before, that does not have agency approval by **7:00 PM on Monday, June 27, 2022**, will be considered an abandoned transaction and will be deleted by the SMART Team.

IX.   COMMITMENT CONTROL

For agencies who use **Track with Budget**, FY 2023 budget journals must be entered prior to any FY 2023 pre-encumbrance (if applicable), encumbrance, expenditure, or revenue transactions are entered in SMART; otherwise, the transactions will fail budget check.

X.   ENCUMBRANCES

Agencies should review all encumbrance balances (PO, TAs and GL Encumbrances) at least annually. Any encumbrance balance that is no longer needed shall be released.

The following job aids are available to assist with identifying encumbrance balances:
- Budget Status Report (GLS8020) – provides encumbrance balance information by budget period and chartfield funding, include Budget Period in the chartfield selection for balances by year.
- Using the Current Obligations Report (KPO00007) – provides encumbrance detail for the balances on the Budget Status Report – GL Encumbrances are not included on this report.
- General Ledger Encumbrance Journals – provides GL Encumbrance information, including how to determine the outstanding balance using the query, **KS_GL_ENCUMBRANCES.** The *Find and Liquidate GL Encumbrance* section of this Job Aid provides steps to identify and liquidate GL Encumbrances.

XI.   IBARS

Budget Period 2022 expense, encumbrance, and revenue data from SMART Commitment Control Ledger groups (CC_IBARS_E, CC_IBARS_R) will be electronically submitted to the Division of the Budget on or before **August 1, 2022** for loading into the IBARS system.

XII.   SYSTEM AVAILABILITY

SHARP
Sunday through Friday, 7:00 AM to 7:00 PM.
Saturday, 7:00 AM to 9:00 PM.

Kansas Service Desk
Monday through Friday, 8:00 AM to 5:00 PM.
Saturdays, Sundays, and holidays, not available.

SMART
Sunday, 1:00 PM through Monday, 7:00 PM.
Tuesday through Friday, 6:00 AM to 7:00 PM.
Saturday, 6:00 AM to 7:00 PM.

NOTE: The cutoff for receiving SMART interface files is 7:00 PM Monday through Friday.

XIII.   FY 2022 YEAR_END CALENDAR

June 2022						
12 SMART OPEN AT 1 PM	**13** PCARD VOUCHER BUILD	**14**	**15**	**16** PCARD VOUCHER BUILD GL ENCUMBRANCES >= $5000 SGF DUE TO CRT	**17** REQUISITIONS>= $5000 MUST BE SOURCED TO PO BY 7 PM TAs >= $5000 MUST BE READY FOR CENTRAL APPROVAL	**18** SMART OPEN 6 AM TO 7 PM
19 SMART OPEN AT 1 PM	**20** PCARD VOUCHER BUILD	**21** PCARD VOUCHER BUILD GL ENCUMBRANCES <= $5000 OR ANY AMOUNT OF OTHER FUNDS DUE TO CRT	**22** PCARD VOUCHER BUILD **FINAL** FY 2022 PCARD TRANSACTIONS FILE FROM BANK RECONCILE PCARD TRANSACTIONS	**23** PCARD VOUCHER BUILD RECONCILE PCARD TRANSACTIONS	**24** **FINAL** PCARD VOUCHER BUILD **LAST** DAY TO SUBMIT INTERFACE FILES (this does not include AR files)	**25** SMART OPEN 6 AM TO 7 PM
26 SMART OPEN AT 1 PM	**27** **LAST DAY FOR AGENCY PROCESSING** SMART CLOSES AT 7 PM OFF CYCLE B PAY DATE OFF CYCLE C PAYROLL WILL NOT BE PROCESSED	**28** SMART CLOSED TO AGENCIES	**29** SMART CLOSED TO AGENCIES	**30** SMART CLOSED TO AGENCIES		

July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FY 2023 OPEN FY 2022 AR OPEN FOR DEPOSITS & DEPOSIT ADJS PCARD BANK FILES FROM JUNE 22 - 30 WILL BE LOADED TO SMART IN NIGHTLY BATCH	**2** SMART OPEN 6 AM TO 7 PM FY 2023 OPEN FY 2022 AR OPEN FOR DEPOSITS & DEPOSIT ADJS
3 SMART OPEN AT 1 PM FY 2023 OPEN FY 2022 AR OPEN FOR DEPOSITS & DEPOSIT ADJS	**HOLIDAY 4** FY 2023 OPEN FY 2022 AR OPEN FOR DEPOSITS & DEPOSIT ADJS	**5** FY 2023 OPEN **LAST** DAY FY 2022 AR OPEN FOR FY 2022 DEPOSITS & DEPOSITS ADJ FY 2022 AR CLOSED AFTER NIGHTLY BATCH	**6** FY 2023 OPEN	**7** SMART CLOSED UNTIL 10 AM for FINAL 2022 GL CLOSING PROCESSES FY 2023 REOPENS AT 10 AM	**8** FY 2023 OPEN	**9** SMART OPEN 6 AM TO 7 PM FY 2023 OPEN

XIV. <u>REFERENCES</u>

SMART *Web* Training Resources – http://www.smartweb.ks.gov/home

Month End Checklists: Month End Checklist
    Accounts Payable Month End Checklist
    Asset Management Month End Checklist
    GL Month End Checklist
    PO Month End Checklist
    Project Costing Month End Checklist
    Expenses Month End Checklist

Department of Administration, Document Center forms:

GL-F016 - GL Encumbrance Request Form
https://admin.ks.gov/media/documents/glf016glencumbrancerequestform_A68CF87ECF98F.xlsx

Temporary Deposit Form
https://admin.ks.gov/media/documents/temporarydepositform_45264BF3D4116.pdf